CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: <u>ADMINISTRATIVE ASSISTANT III</u>
Salary Range: NR 32 - Management Benefit Level C
Position Description: Administrative Assistant III
Incumbent:
Location: Parks – Administration

GENERAL PURPOSE:

Under the direction of the Parks Department Director, perform a wide variety of complex and responsible department-wide administrative support duties; coordinate and complete projects not requiring the immediate attention of the Director; supervise daily office operations and work flow including department wide administrative and clerical staff; and coordinate administrative staff coverage of all divisions within the department as needed.

Work is characterized by a high degree of difficult, complex, specialized and confidential administrative duties. The position requires the ability to make decisions and take responsibility for such decisions. The incumbent of this position, in conjunction with division superintendents/managers, schedules, assigns, supervises and/or monitors work product of assigned staff; conducts performance evaluations of assigned staff; investigates complaints, coordinates/schedules employee leave time for assigned staff within the Parks department.

Work is performed under limited supervision. The Director sets the overall objectives and resources available. Incumbent and Director work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as administrative assistant to the Parks Director relieving the Director of confidential, administrative, clerical, technical details; responsible for providing department-wide administrative support; act as liaison between Director, the general public, management, employees and other City departments.

Perform supervisory responsibilities for assigned staff in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making

recommendations to hire; training employees; establishing work performance standards, goals and objectives; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Analyze and propose functional improvements to staff and divisional organization and departmental operating policies and procedures; disseminate information expediently and assure consistent department operating policies and procedures, training, reporting and record keeping systems(s) to assure consistency in a decentralized Parks and Recreation Department and City policies.

Coordinate and monitor contract agreements for office operation and assure compliance with contract terms and established City policies.

Plan, develop, prepare, monitor and manage annual and supplemental budget for the Parks Administration Division; analyze and control expenditures to assure conformance with budget limitations and established fiscal policies for Parks Administration Division.

Research, compile, analyze and prepare information, statistical and financial data for inclusion into special and periodic reports, documents, proposals and correspondence related to department operations including documents of confidential nature; prepare special reports as necessary including City Council agenda packets, ordinances, public notices, legal issues and procedures, forms, meeting minutes; and review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.

Represent the department on various city-wide committees, meetings, seminars, conferences and training as appropriate; maintain current understanding of department functions and programs.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Applicable state laws, City of Kent codes, ordinances, City and department policies and procedures
- Municipal organization, operations, policies and objectives
- Principals and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, monitoring, transfers and reporting
- Generally Accepted Accounting Principals (GAAP)
- Government Accounting Standard Board Statement (GASB)
- Budgeting, Accounting and Reporting System (BARS)

- Methods, procedures, terminology used in the type of accounts assigned
- Computerized budgeting and accounting systems
- Principles, policies and procedures of Parks administration
- Principles and practices of administration, supervision and training
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Record-keeping techniques
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs
- Database skills in extracting and summarizing data
- Interpersonal skills using tact, patience and courtesy
- Research and analytical methods, practices and procedures

SKILLED IN:

- Application of principles and practices of administration, supervision and training
- Performing research and analysis
- Assemble, prepare, monitor and maintain division budget and accounting as required; monitor department budget
- Operation of the tools and equipment listed below
- Use of oral and written communications skills
- Following oral and written directions
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively organizing and expressing ideas through oral and written communications
- Use of telephone techniques and etiquette

ABILITY TO:

- Perform difficult and complex administrative assistance to relieve the Director of administrative details which may require independent judgment
- Interpret, apply and explain laws, rules, regulation, contracts, policies and procedures
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public
- Assemble complex data and prepare reports independently; compose and edit a variety of complex correspondence
- Effectively present information and respond to questions from City Council, top management, groups of managers, clients, customers, the general public, and/or public groups
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; analyze situations accurately and adopt an effective course of action
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Establish and maintain effective and cooperative working relationships with others
- Communicate effectively both orally and in writing
- Work confidentially with discretion
- Work independently with minimum supervision
- Plan and organize work
- Meet schedules and time lines

• Operate a variety of standard modern office equipment as listed below

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business administration, public administration or related field;

and

Experience: Three (3) years of administrative support experience in a public setting including one

year of supervisory experience.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed

above.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. Frequently required to sit, stand, walk, hear and talk normally with or without mechanical assistance. Occasionally required to lift in excess of 10 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Incumbent is required to work primarily indoors in an office setting. May be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderately quiet.

SIGNATURES:				
Incumbent's Signature	 Date	Supervisor's Signature	Date	

Position Description: Administrative Assistant III - Parks 5 of 5

Department Director/Designee Date Employee Services Director/Designee Date

** Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

Revised: 07/02/02; 10/31/07